

LEARNING ALLIANCE ACADEMY TRUST

Charging and Remissions Policy



Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- School Trips
- Enrichment activities e.g. external drama group

Chargeable Activities

- **Activities Outside School Hours**
Educational activities provided outside school hours (including travel).
- **Residential Activities**
Board and lodging costs (but only those costs) of residential trips deemed to take place during school time.
Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
- **Ancillary Services**
The School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis, e.g. Breakfast Club, Little

Explorers (Extended Nursery) and Funzone (After School Club).

- **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Finance Committee.

- **Music tuition**

Music tuition for individuals or groups of up to four pupils.

Families Qualifying For Remission or Help With Charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Governors have agreed that, from 1st February 2016, families in receipt of free school meals will be eligible for a 50% reduction in charges for school trips and visits and 50% off school uniform costs where the uniform is purchased from school.

Extra-Curricular Activities Run by External Providers

External providers will set and collect their own charges.

Other Charges

The Executive Headteacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

Breakages and Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Executive Headteacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Executive Headteacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Exceptions

The Executive Headteacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Scale of Charges

These will be approved by the Governing Body on an annual basis.